

9 FAM APPENDIX F

300 MAINTAINING A-Z VISA FILE

(TL:VISA-474; 10-17-2002)

9 FAM 301 ESTABLISHING AN A-Z VISA FILE

(TL:VISA-474; 10-17-2002)

Posts must establish an A-Z file for papers, which cannot be given or returned to the applicant for personal retention. The National Visa Center (NVC)-produced file folders may be used if file cabinets and space permit; otherwise, there should be no individual folders maintained in this file. The responsible file clerk must write or type the name of the person to whom the correspondence pertains along the right margin of the document to facilitate location, and place the correspondence in general folders as follows:

- (1) There should be a ratio of folders of at least 12 to 14 (but no more than 40) in each file cabinet drawer. Folder headings should be broken down as appropriate to the naming patterns found at post, for example:
 - (a) Aa-Ae (material pertaining to individuals whose names start with these letters); and
 - (b) Af-Ak (and so on through the alphabet).
- (2) Personnel should not fill folders beyond a capacity of $\frac{1}{2}$ to $\frac{3}{4}$ of an inch; and
- (3) To further facilitate the use of this file, there should be guide cards for every seven to nine folders.

9 FAM 302 CONTENTS OF A-Z FILE

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Materials appropriate to an A-Z file include:

- (1) Petitions;
- (2) Form OF-230 Part I, Biographic Data;
- (3) Police certificates received by the post directly from a foreign government or from any police authority;
- (4) Congressional and Departmental correspondence (including Form OF-227, Memorandum of Action in a Visa Case, when pertinent);
- (5) Affidavits of support and related documents transmitted directly to the consular post by a sponsor who does not wish the applicant to know the contents;
- (6) Clearances from other posts, which contain derogatory information (other than classified documents, which should be handled under current security regulations);
- (7) Correspondence from INS or, in some cases, from attorneys containing information, which, might be useful to the outcome of the case;
- (8) The complete file (including Form *DS*-230, Application for Immigrant Visa and Alien Registration, and the applicant's documents) should be submitted to the Department for an advisory opinion. Such cases should be placed in the A-Z file under cover of the record copy of the request for an advisory opinion, or a cross-reference thereto if it is classified; and
- (9) A cross-reference to classified material, if any. (See 9 FAM Appendix F 303.)